

# ELEMENTARY PORTFOLIO FOR SPECIAL EDUCATION

## (Sp Ed) Elementary Education Portfolio for Special Education Teachers

### Elementary Educ

A special education teacher who does not have an elementary major/equivalency may complete this professional portfolio. Successful completion of the portfolio will restrict the teacher to a special educator position . Core subjects for this portfolio include language arts/reading, mathematics, science, and social studies.

## Directions to Follow

### Application For Portfolio Option

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*Before proceeding, be sure that your computer has Acrobat Reader downloaded. If you need to download the free software, click on the following link.*

<http://www.adobe.com/products/acrobat/readstep2.html>

**If you are using a Mac computer, please be sure that it has the opporating system OS10 or higher. LiveText works best on FireFox or Netscape browsers. See your technology support person if you are not sure.**

**If you are using a PC, be sure that you have Internet Explorer 5.5 or above. See your technology support person if you are not sure.**

Steps to follow: (You may want to print out these directions.)

1. By now, you should have:

- completed the Portfolio Application form.
- paid the \$100 portfolio fee.
- registered your Key Code with LiveText.

If you have not completed this, please do so before proceeding.

2. Open (click on attachments below) the "Portfolio Workpages." You should complete these pages with evidence before proceeding with the other steps.

#### Completing the rubric

[edit](#)

3. Open (click on attachments below) the "Special Education Rubric". This will help determine how many points you have acquired. Complete all columns and print out the final copy. Use this worksheet to answer the questions in the last section of your portfolio.

You may use the "blank" Portfolio Work Pages (click on attachment below) to jot down your evidence.

4. Compare your total points with the "required minimum" points from the chart.

*If you meet the minimum points, go to Step #6.*

*If you do not meet the minimum points, go to Step #5.*

5. If you do not meet the minimum points, you will need to complete/identify additional activities and/or develop additional curriculum activities until you do meet the minimum required points. Do not submit your portfolio for assessment until you have met the necessary points.

#### Preparing your documents

[edit](#)

6. If you meet the minimum point requirement, you will need to get your evidence scanned or digitally prepared. If you choose to use a faxing option, please open the "e-fax directions" document below.

7. You will be attaching your evidence to the "Column Evidence" pages. The evidence will be submitted as attachments under each appropriate section of your portfolio.

Attachments: [efax\\_directions.pdf](#)

#### After you complete the portfolio.....

[edit](#)

8. Using the LiveText software instructions, submit your completed portfolio for assessment. You will be notified by e-mail when your portfolio is received.

9. Be sure to email Lou Aronson that you have submitted your portfolio. You will then receive directions on how to share your portfolio with the assessors. [laronson@state.nd.us](mailto:laronson@state.nd.us)

10. Allow one month for the assessment process. If it is satisfactory, you will receive a Portfolio Certificate.

11. If you want to add the major equivalency(s) to your current license, submit the Portfolio Summary Report, transcripts, Major Equivalency Review Form, and the \$75.00 review fee

*Education Standards and Practices Board  
2718 Gateway Avenue, Suite 303  
Bismarck, ND 58503-0585*

12. If you need to renew your license, submit the Portfolio Summary Report, transcripts, Major Equivalency Review Form, License Renewal form and the \$125.00 license fee to the same address above.

13. You will be issued a new license showing your highly qualified status.

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## Introduction

Teacher Quality Grant

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### ***North Dakota's Response to NCLB***

#### ***Requirements of Portfolio***

1. ***Must have earned a bachelor's degree in a field of education.***
2. ***Must accumulate points from at least three (3) categories from the scoring rubric.***
3. ***Must share your portfolio with three (3) assessors who have been trained in the assessment process.***
4. ***Must complete the electronic portfolio using the North Dakota template.***
5. ***Must have all documentation for the portfolio scanned and digitally attached to the portfolio.***

**The portfolio for the major equivalency in elementary education will contain at least 100 points.**

<b><i>CORE SUBJECTS</i></b>	<b><i>POINTS REQUIRED</i></b>
Language Arts/Reading	Accumulate at least 40 points with at least 18 points in reading.
Mathematics	Accumulate at least 20 points
Science	Accumulate at least 20 points
Social Studies	Accumulate at least 20 points from 3 of the 5 categories listed below. History (including ND Studies), Geography, Economics, Civics/Government, and Psychology/sociology/anthropology

Introduction.....Click on Edit.

[edit](#)



***Write a brief letter introducing yourself and describing (1) the purpose of your portfolio, (2) reasons for choosing the portfolio option, and (3) the content area(s) included in the portfolio. Delete these instructions. Be sure to save this section.***

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## Credentials and Qualifications

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### HOUSSE Requirements

edit

All "current" North Dakota teachers meet the High, Objective, Uniform State Standard of Evaluation (HOUSSE) requirements through the teacher licensing process. "Current teacher" is defined as someone who has taught for at least three (3) years. Therefore, each licensed teacher in North Dakota has met the HOUSSE requirements.

*Documentation: FULL STATE CERTIFICATION (LICENSURE): All professional education staff employed in K-12 schools in North Dakota must hold the ND Professional Educators License to practice, including classroom and specialty area teachers, substitute teachers, principals and superintendents. Licenses are issued on the basis of meeting the ND Program Approval Standards for preparation and administrative rules for licensure (NDAC 67.1-02-02-02, 67.1-02-01-05). Public schools must employ appropriately licensed teachers under the Department of Public Instruction (DPI) rules for approval and accreditation of schools to receive state funding.*

Credentials .....Click on Edit.

edit

I, print name here, hereby assure the North Dakota Education Standards and Practices Board that I hold a valid North Dakota teaching certificate.

*Scan images of state required credentials, licenses, and certificates that you've earned through participation in specialized training. Include those that are required by the state and those that you think would help advance your candidacy for "highly qualified."*

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## Rubric Evidence Pages

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### Directions for attaching evidence

edit



**Since you have met the minimum number of points for "highly qualified" according to the ESPB rubric, you may attach your evidence on the following pages.**

**If you would like to review the teacher education program standards, please go to: <http://www.state.nd.us/espb/approval/under.htm>**

This portfolio template is for special education teachers who do not have an elementary major. If you are completing the portfolio for regular education middle level or secondary level teaching, you will need to choose a different template.

You will need to complete Columns 1, 2, 3, 4, 5, and 6 for each subject. Check the chart to determine how many points each of the additional subjects require.

**You do not need to complete any work for this page.**

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### Teaching Experience Col 1 Evidence

Assurance of Years Teaching Subject\*.....Click on Edit

edit

ASSURANCE of YEARS



#### North Dakota Education Standards and Practices

As partial proof of Highly Qualified as mandated by federal No Child Left Behind legislation, I hereby assure that I have successfully completed:

- \_\_\_\_\_ years of teaching in language arts/reading (subject\*).
- \_\_\_\_\_ years of teaching in mathematics (subject\*).
- \_\_\_\_\_ years of teaching in science (subject\*).
- \_\_\_\_\_ years of teaching in social studies (subject\*).

*\*Subject defined as "subject seeking highly qualified status."*

License Data

edit

	Information	*****Data*****
<b>a</b> (33%)	Full Name as it appears on ND Teaching License: >>>	
<b>b</b> (33%)	Teacher License Number: >>>>>>>	
<b>c</b> (33%)	Home Address: Street City, State Zip >>>>>	

Experience Criteria

edit

EXPERIENCE CRITERIA

Each year of experience in classroom = 3 pts.

These points can be used for multiple subjects.

Evidence will require the name of an administrator who can verify employment and the phone number.

Years of Experience Teaching Subject.

edit

	School and Location	Date of Employment	Contact Person/Phone
<b>A</b> (20%)			
<b>B</b> (20%)			
<b>C</b> (20%)			
<b>D</b> (20%)			
<b>F</b> (20%)			

**Coursework Col 2 Evidence****List of coursework related to academic subject.**[edit](#)*You may list your courses below.**All credits must be converted to semester credits. To convert quarter credits to semester credits, multiply the # of quarter credits times 2/3.**Click on "Edit" link on the right hand side. Now use the "Edit Attachments" link below to add copies of your transcripts.**Some computers may require you to save the file to your system before opening it. Since these are large documents, I suggest that you save the document before opening the document. Some computers allow double clicking on the file to open the attachment.***COURSEWORK CRITERIA**

- **Coursework must be directly related to each specific subject.**
- **Each undergraduate credit is worth 3 points.**
- **Methods courses can be counted, however, other pedagogy courses can not be counted.**
- **Each graduate credits is worth 4 points.**

**Evidence required will be student  
copies of transcripts from each college.**

**ATTACH ALL TRANSCRIPTS IN THIS SECTION.****LANGUAGE ARTS / READING UNDER-GRADUATE Coursework. >>>>>>>>>**[edit](#)

	Language Arts / Reading : Course Name & Number	College transcript listing course.	Credits
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			
<b>D</b> (14%)			

**MATHEMATICS UNDER-GRADUATE Coursework. >>>>>>>>>**[edit](#)

	MATHEMATICS : Course Name & Number	College transcript listing course.	Credits
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			
<b>D</b> (14%)			

## edit

	SCIENCE : Course Name & Number	College transcript listing course.	Credits
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			
<b>D</b>			

## edit

	<b>SOCIAL STUDIES : Course Name &amp; Number</b>	<b>College transcript listing course.</b>	<b>Credits</b>
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			

## edit

	Course Name & Number	Related to _____ subject	College transcript listing course.	Credits
<b>A</b> (17%)				
<b>B</b> (17%)				
<b>C</b> (17%)				

Hi, Lou Aronson | Monday, May 23, 2005

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[Edit page](#)**Continuing Ed Col 3 Evidence**

edit



***You need to add proof of attendance at the workshops. These may include reference to transcripts, certificate, or lesson plans with student artifacts/products from each workshop.***

*Some computers may require you to save the file to your system before opening it. Since these are large documents, I suggest that you save the document before opening the document. Some computers allow double clicking on the file to open the attachment.*

## edit

## CONTINUING ED CRITERIA

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <b>Workshops must be directly related to each specific subject.</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Each credit is worth 2 points.</b></li> </ul>                            |
| <ul style="list-style-type: none"> <li>• <b>Pedagogy workshops can not be counted.</b></li> </ul>                       | <ul style="list-style-type: none"> <li>• <b>Every 15 hours of inservice can be converted to 2 points.</b></li> </ul> |

**Evidence required will be student copies of transcripts from each college or workshop/inservice certificates.**

**ATTACH ALL TRANSCRIPTS IN THIS SECTION.**

LANGUAGE ARTS / READING workshops / activities. >>>>>>>>>> [edit](#)

	Language Arts / Reading : Workshop / Inservice	Evidence included as documentation of activity.	Credits / Hours
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			

MATHEMATICS workshops / activities. >>>>>>>>> edit

	<b>MATHEMATICS : Workshop / Inservice</b>	<b>Evidence included as documentation of activity.</b>	<b>Credits / Hours</b>
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			

**SCIENCE workshops / activities.** >>>>>>>>> [edit](#)

	<b>SCIENCE : Workshop / Inservice</b>	<b>Evidence included as documentation for activity.</b>	<b>Credits / Hours</b>
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			

SOCIAL STUDIES workshops / activities. >>>>>>>>> edit

	<b>SOCIAL STUDIES : Workshop / Inservice</b>	<b>Evidence included as documentation of activity.</b>	<b>Credits / Hours</b>
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			

MyDesk ExhibitCenter Hi, Lou Aronson | Monday, May 23, 2005

MyDesk ExhibitCenter Hi, Lou Aronson | Monday, May 23, 2005

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Curriculum Col 4 Evidence

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Credentials and Qualifications	Curriculum activities related to academic subject	edit
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Rubric Evidence Pages

Teaching Experience ... 

Coursework Col 2 Evi...

Continuing Ed Col 3 ...  You may list your activities below or you may add an attachment.

Curriculum Col 4 Evi...  Click on "Edit" link on the right hand side. Now use the "Edit Attachments" link

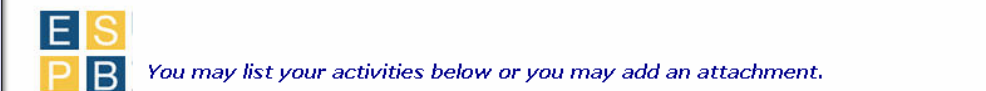
Professional service... Click on "Edit" link on the right hand side. Now use the "Edit Attachments" link below to add any documents you may need. You may also use the lesson plan template

Advanced accomplishm... below to add any documents you may need. You may also use the lesson plan template included with this software.

Rubric Summary	
----------------	--

Submit Portfolio *Some computers may require you to save the file to your system before opening it.*

Curriculum Col 4 Evidence [Edit page](#)

Curriculum activities related to academic subject. [edit](#)Curriculum activities related to academic subject. [edit](#)

**ESPB** You may list your activities below or you may add an attachment.

Click on "Edit" link on the right hand side. Now use the "Edit Attachments" link below to add any documents you may need. You may also use the lesson plan template included with this software.

*Some computers may require you to save the file to your system before opening it. Since these are large documents, I suggest that you save the document before opening the document. Some computers allow double clicking on the file to open the attachment.*

*You need to show evidence of the curriculum activity. These may include curriculum mapping, certificates, lists of committees, or lesson plans with student artifacts/products for each activity. Please attach the document or link to a template within this software.*



**CURRICULUM CRITERIA**

- **Activities must be directly related to each specific subject.**

- **Attendance at professional conferences.**
- **Standards committee work.**
- **School improvement committee work.**

- **Examples:**
  - **Curriculum mapping**
  - **TWT**
  - **Project Wet / Wild**
  - **Explore Your Watershed**
  - **Food / Land / People**

- **Each activity is worth 2 points.**

**Evidence required will be copies of the activity and/or involvement including the specific subject addressed.**

**ATTACH ALL EVIDENCE IN THIS SECTION.**

## LANGUAGE ARTS / READING curriculum activities. &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;

[edit](#)

	<b>Language Arts / Reading : Description of activities</b>	<b>Evidence to verify activity linked to evidence above.</b>	<b>Date when activity took place.</b>
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			

## MATHEMATICS curriculum activities. &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;

[edit](#)

	<b>MATHEMATICS : Description of activities.</b>	<b>Evidence to verify activity linked to evidence above.</b>	<b>Date when activity took place.</b>
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			

## SCIENCE curriculum activities. &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;

[edit](#)

	<b>SCIENCE : Description of activities.</b>	<b>Evidence to verify activity linked to evidence above.</b>	<b>Date when activity took place.</b>
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			

## SOCIAL STUDIES curriculum activities. &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;

[edit](#)

	<b>SOCIAL STUDIES : Description of activities.</b>	<b>Evidence to verify activity linked to evidence above.</b>	<b>Date when activity took place.</b>
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			

Professional service Col 5 Evidence

Edit page

Professional service related to academic subject.

edit



List your services below. You need to add proof of the services. These may include reference to transcripts, certificate, list of committee members, etc.

Click on "Edit" link on the right hand side. Now use the "Edit Attachments" link below to add any documents you may need. You may also use the lesson plan template included with this software.

Some computers may require you to save the file to your system before opening it. Since these are large documents, I suggest that you save the document before opening the document. Some computers allow double clicking on the file to open the attachment.

Criteria for professional service

edit

PROFESSIONAL SERVICE CRITERIA	
<ul style="list-style-type: none"> <li>Service must be directly related to each specific subject.</li> </ul>	<ul style="list-style-type: none"> <li>Each local or state level activity is worth 2 points.</li> <li>Each regional or national level activity is worth 4 points.</li> </ul>
<ul style="list-style-type: none"> <li>Examples include:                             <ul style="list-style-type: none"> <li>Cooperating student teacher</li> <li>Cooperating practicum teacher</li> <li>Mentor teacher</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Additional examples:                             <ul style="list-style-type: none"> <li>Department chairperson</li> <li>Member of professional content organizations</li> <li>Officer in regional , state, or national professional content organization.</li> <li>Presentations at professional conferences at district or state level.</li> </ul> </li> </ul>
Evidence required will be copies of the activity and/or involvement including the specific subject addressed.	

ATTACH ALL EVIDENCE IN THIS SECTION.

LANGUAGE ARTS / READING professional service. >>>>>>>>>>

edit

	Language Arts / Reading : Description of service.	Evidence for documentation of the professional service.	Date when activity took place.	Identify local, state, regional, or national level of service.
A (14%)	Double Click to start			
B (14%)				
C (14%)				

**MATHEMATICS professional service. >>>>>>>>>>**

[edit](#)

	<b>MATHEMATICS : Description of professional service.</b>	<b>Evidence used for documentation of professional service,</b>	<b>Date when service took place.</b>	<b>Identify local, state, regional, or national level of service.</b>
<b>A</b> (14%)	Double Click to start			
<b>B</b> (14%)				
<b>C</b> (14%)				

**SCIENCE professional service.>>>>>>>>>>**

[edit](#)

	<b>SCIENCE : Description of professional service.</b>	<b>Evidence for documentation of professional service.</b>	<b>Date when service took place.</b>	<b>Identify local, state, regional, or national level of service.</b>
<b>A</b> (14%)	Double Click to start			
<b>B</b> (14%)				
<b>C</b> (14%)				

**SOCIAL STUDIES professional service. >>>>>>>>>>**

[edit](#)

	<b>SOCIAL STUDIES : Description of professional service.</b>	<b>Evidence for documentation of professional service.</b>	<b>Date when service took place.</b>	<b>Identify local, state, regional, or national level of service.</b>
<b>A</b> (14%)	Double Click to start			
<b>B</b> (14%)				
<b>C</b> (14%)				

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### Advanced accomplishments Col 6 Evidence

#### Awards and advanced degrees related to academic subject.

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List your advanced degree, awards, regional/national presentations, and publications below. These may be throughout your professional career.

You need to add evidence of the activities. These may include an article, letter of accommodation, certificate, or brochure.

Click on "Edit" link on the right hand side. Now use the "Edit Attachments" link below to add any documents you may need.

Some computers may require you to save the file to your system before opening it. Since these are large documents, I suggest that you save the document before opening the document. Some computers allow double clicking on the file to open the attachment.

#### Criteria for advanced accomplishments.

[edit](#)

### ACCOMPLISHMENTS CRITERIA

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>Advanced degree in education.</b></li> <li>• <b>Recipient of state or national teaching award.</b></li> <li>• <b>Author of content article in professional journal.</b></li> <li>• <b>Completion of National Board certification process.</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Content instructor at higher education institution.</b></li> <li>• <b>Content presenter at regional or national meetings.</b></li> <li>• <b>Title I Credential</b></li> <li>• <b>Special Education Credential</b></li> </ul> |
|  | <ul style="list-style-type: none"> <li>• <b>Each activity is worth 5 points.</b></li> </ul>  |

**Evidence required will be copies of the activity and/or involvement including the specific subject addressed when appropriate.**

### ATTACH ALL EVIDENCE IN THIS SECTION.

#### Awards, advanced degree, accomplishments, etc. >>>>>>>>>>

[edit](#)

	Description of accomplishment. Include specific subject when appropriate.	Evidence for documentation of the professional service.	Date when activity was accomplished.
<b>A</b> (14%)	Double Click to start		
<b>B</b> (14%)			
<b>C</b> (14%)			
<b>D</b> (14%)			

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[Edit page](#)**Rubric Summary****Completing the Application**[edit](#)

1. Be sure that all evidence has been scanned in and attached to the correct evidence page.
2. Use the copy of your "Portfolio Rubric" to summarize your points.

Use this format: **Earned Points / Allowed Points**

**Language Arts / Reading Rubric Summary**[edit](#)

	Column	Language Arts/ Reading	Points Earned
(12%)			
<b>Column 1</b> (12%)	Years of Experience	How many years have you successfully taught in your subject area?	
<b>Column 2</b> (12%)	Coursework	How many undergraduate and graduate coursework credits have you earned in your subject area?	
<b>Column 3</b> (12%)	Continuing Education	How many continuing education credits and hours do you have in your subject area? (May include courses, workshops, and/or training.)	
<b>Column 4</b> (12%)	Curriculum Activities	How many curriculum activities have you completed for your subject area?	
<b>Column 5</b> (12%)	Service to Profession	How many local or district professional service activities have you completed toward your content area?	
<b>Column 6</b> (12%)	Advanced Accomplishments	How many advanced accomplishment activities do you have in your content area?	
<b>Total</b> (12%)		Total Points Earned	

**Math Rubric Summary**[edit](#)

	Column	Mathematics	Points Earned
(12%)			
<b>Column 1</b> (12%)	Years of Experience	How many years have you successfully taught in your subject area?	
<b>Column 2</b> (12%)	Coursework	How many undergraduate and graduate coursework credits have you earned in your subject area?	
<b>Column 3</b> (12%)	Continuing Education	How many continuing education credits and hours do you have in your subject area? (May include courses, workshops, and/or training.)	
<b>Column 4</b> (12%)	Curriculum Activities	How many curriculum activities have you completed for your subject area?	
<b>Column 5</b> (12%)	Service to Profession	How many local or district professional service activities have you completed toward your content area?	
<b>Column 6</b> (12%)	Advanced Accomplishments	How many advanced accomplishment activities do you have in your content area?	
<b>Total</b> (12%)		Total points earned	

**Science Rubric Summary**
[edit](#)

	Column	Science	Points Earned
(12%)			
<b>Column 1</b> (12%)	Years of experience	How many years have you successfully taught in your subject area?	
<b>Column 2</b> (12%)	Coursework	How many undergraduate and graduate coursework credits have you earned in your subject area?	
<b>Column 3</b> (12%)	Continuing education	How many continuing education credits and hours do you have in your subject area? (May include courses, workshops, and/or training.)	
<b>Column 4</b> (12%)	Curriculum Activities	How many curriculum activities have you completed for your subject area?	
<b>Column 5</b> (12%)	Service to profession	How many local or district professional service activities have you completed toward your content area?	
<b>Column 6</b> (12%)	Advanced accomplishments	How many advanced accomplishment activities do you have in your content area?	
<b>Total</b> (12%)		Total Points Earned	

**Social Studies Rubric Summary**
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	Column	Social Studies	Points Earned
(12%)			
<b>Column 1</b> (12%)	Years of experience	How many years have you successfully taught in your subject area?	
<b>Column 2</b> (12%)	Coursework	How many undergraduate and graduate coursework credits have you earned in your subject area?	
<b>Column 3</b> (12%)	Continuing education	How many continuing education credits and hours do you have in your subject area? (May include courses, workshops, and/or training.)	
<b>Column 4</b> (12%)	Curriculum activities	How many curriculum activities have you completed for your subject area?	
<b>Column 5</b> (12%)	Service to profession	How many local or district professional service activities have you completed toward your content area?	
<b>Column 6</b> (12%)	Advanced accomplishments	How many advanced accomplishment activities do you have in your content area?	
<b>Total</b> (12%)		Total points earned	

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### Submit Portfolio

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**Instructions for sharing your portfolio for the assessment will be sent to your email address.**

By clicking the "submit" button you are verifying that to the best of your knowledge everything listed in this portfolio is true. Misrepresentation or falsification of information could result in referral to legal authorities and/or the Education Standards and Practices Board.

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- ☐ Yes. To the best of my knowledge, all information is true.
- ☐ No. I need to complete more work on my portfolio.

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